Approved For Release 2000/08/[redacted]

CIA ARCHIVES AND RECORDS CENTER MONTHLY STATISTICAL SUMMARY

MONTH: Rec Mgmt 1-4-4

APRIL 1968

25X1A9a

ACCESSIONING, DISPOSITION, HOLDINGS

ACTIVITY (Items 1 through 18 in cubic feet)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
1. ACCESSION JOBS (Number)	89	832	
2. RECORDS ACCESSIONED Certified	896	7,385	123,516
3. RECORDS DISPOSED OF AT CENTER	120	2,062	23,709
4. RECORDS TRANSFERRED FROM CENTER	197	1,770	33,033
5. RECORDS HOLDINGS Office Inactive Records ✓	66,774		
6. INTELLIGENCE REPORTS RECEIVED	342	3,905	62,529
7. INTELLIGENCE REPORTS DISPOSED OF AT CENTER	93	1,876	26,709
8. INTELLIGENCE REPORTS TRANSFERRED FROM CENTER	36	866	14,393
9. INTELLIGENCE REPORTS HOLDINGS Suppl Distr ✓	21,427		
10. VITAL RECORDS RECEIVED	109	1,081	17,750
11. VITAL RECORDS DISPOSED OF AT CENTER	36	491	4,467
12. VITAL RECORDS TRANSFERRED FROM CENTER	39	1,706	4,558
13. VITAL RECORDS HOLDINGS Vital Records ✓	8,725		
14. ARCHIVES ACCESSIONED	57	1,483	7,481
15. ARCHIVES DISPOSED OF AT CENTER	5	99	231
16. ARCHIVES TRANSFERRED FROM CENTER	0	18	902
17. ARCHIVES HOLDINGS Archives ✓	6,348		
18. TOTAL HOLDINGS ✓ ✓	103,274		

REFERENCE SERVICES

SERVICE (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
19. RECORD DOCUMENTS LOANED	5,302	52,461	766,176
20. INFORMATIONAL REQUESTS	764	6,109	43,173
21. Archival Documents →	331	3,141	
22. INTELLIGENCE REPORTS	3,748	20,015	
23. VITAL RECORDS →	208	3,077	
24. TOTAL	10,353	84,803	
25. NO. OF PAGES REPRODUCED ✓	1,005	7,832	

ITEMS RECEIVED

ITEMS (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE
26. INTELLIGENCE REPORTS	115,798	1,046,574
A. INITIAL RECEIPT	114,448	1,027,208
B. RETURNS	1,350	19,366
27. Archival Documents	5,610	30,486
28. VITAL RECORDS	1,659	18,471
29. TOTAL	123,067	1,095,531

SHELVING UTILIZATION

SPACE (Cubic feet)	REPORTING PERIOD
30. TOTAL CAPACIT[redacted]	132,202
31. UTILIZED	88,303
32. COMMITTED	14,971
33. AVAILABLE	28,928

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FORM 1-64 490j OBSOLETE PREVIOUS EDITIONS [redacted]

GROUP 1 Excluded from automatic downgrading and declassification

(36) 25X1A6a